

# CRT and CRT – Alternate General Administration Training Spring 2011



Measured Progress

#### **Presenters**

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#### **Overview of Presentation**

- Important Resources and Dates
- Measured Progress Packing/Shipping
- · System/School Receiving
- Administration
- · Returning material to MP
- Reporting



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#### **Important Contacts**

For information about CRT and CRT Alternate programs, assessment policy issues, test security, and standard and nonstandard accommodations, contact:

Judy Snow, Montana State Assessment Director, Office of Public Instruction Phone: (406) 444-3656

E-mail: jsnow@mt.gov

For general information regarding the CRT, shipping and receiving, ordering additional materials, and upcoming Measured Progress sponsored events contact:

Measured Progress Montana Service Center

Nancy Hall - (888) 792-2741

E-mail: hall.nancy@measuredprogress.org

For information regarding CRT - Alternate shipping , receiving and ordering additional materials contact:

Tim Greenlaw – (800) 431-8901 extension 2309 E-mail: greenlaw.timothy@measuredprogress.org

For information about AIM, contact:

OPI AIM Help Desk

Phone: 1-877-4AIMMT1 (424-6681) E-mail: OPIAIMHelp@mt.gov

Other important phone numbers are listed on page 2 of the 2011 Test Coordinators Manual (TCM)



#### **OPI Assessment Website**

#### Go to http://www.opi.mt.gov

- Select "Curriculums and Assessment"
- Select "Assessment"

#### Direct links:

- · Access the JUMP newsletter
  - http://www.opi.mt.gov/curriculum/MontCAS/#p7GPc1\_4
- Download manuals, forms and procedural guidelines
  - http://www.opi.mt.gov/curriculum/MontCAS/#gpm1 7
    - · 2011 CRT Test Coordinators Manual
    - · 2011 CRT Test Administration Manual
    - · 2011 Guidelines and Procedures for Test Security
    - 2011 Accommodation Manual
    - 2011 Accommodations Guidance Memo
    - · Registering Students for the 2011 CRT-Alternate Assessment
    - · Spring 2011 CRT-Alternate Administration Manual



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# Measured Progress iServices

To access iServices go to

http://iServices.MeasuredProgress.org

Select "Montana" or "Montana Alternate"

#### Select a service from the drop down menu:

- Registration for upcoming CRT and CRT-Alternate test development meetings
- · Download additional forms and manuals
- · Access the online reporting system (MARS)
- Order additional testing material
- Request a UPS pickup for the return of your testing material
- Order Large Print Test Booklets





#### What's New

- Answer Booklets LEP status bubble has been added to page to of the answer booklet
- Released Item Documents will be presented in a new electronic format



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# **Important Dates\***

<u>CRT – Alternate test window</u> February 9 – March 24, 2011

CRT test window March 1 – 24, 2011

Reminder: Monday, March 14 is the first day of Day Light Savings time. Some schools may choose not to test on this day.

Last day to ship return materials

March 30, 2011

Used Answer Booklets must be received at Measured Progress

April 1, 2011 - All used Answer Booklets must be RECEIVED by Measured Progress. Used Answer Booklets received after this date could delay the reporting of all results or impact individual district or school AYP results.

(\*See page 3 of the 2011 Test Coordinators Manual)





# Measured Progress Shipping

- · Shipping information received from OPI in the fall.
- AIM enrollment data received from OPI on Feb 1, 2011 (label file)
- Test materials quantities determined by enrollment plus overage
- Alternate Materials are sent Jan 28, 2011; to receive materials students must have been registered on MP registration site during the Fall/Winter registration windows.
- Materials are packed by grade and by school. All material is shipped to system offices
- CRT test booklets assigned a unique barcode for tracking purposes
- Materials will be shipped to systems on Feb 10, 2011
- UPS and should deliver boxes to system offices on or after February 17, 2011
  - UPS is a third party carrier



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# System Offices will receive:

Two Shipments (see p.5 of the TCM):

Shipment 1 – delivered to system offices February 1-8.

Shipment 2 – delivered to system offices February 16-23.





### Shipment 1 will include:

- 1. Test Administration Manuals
  - CRT Test Coordinators Manual
    - 1 manual for each system
  - · CRT Test Administrators Manual
    - 1 for each system and 1 for each school in system
- 2. CRT-Alternate Return Materials:
  - Answer Booklets, 1 per student
  - · White plastic envelopes with return label, 1 per student
  - · Checklist and Survey
  - Return Instructions
- 3. CRT-Alternate Test Material Kits:
  - Grade-specific accordion folders with test materials
  - 1 per school, or use old kits from previous years
    - If the grade you need was recently tested at that school, you will not receive a kit.
    - If the kit needed can not be located, contact Tim Greenlaw at Measured Progress



Montana Office of Public Instruction Denise Juneau, State Superintendent

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## Receiving CRT-Alternate Materials

- Alternate Materials will be received by System Test Coordinators via:
  - · one shipment (Feb 1-8), and
  - · Downloading secure test booklets online
    - A memo was sent at the end of January with specific information
- System Test Coordinators will disseminate all testing materials to Test Administrators
- Keep all Alternate Test Booklets with the return materials, including the white return envelope, to assure that student's work is kept together



Office of Public Instruction
Denise Juneau, State Superintendent



# **Receiving Shipment 2**

If your system office has not received school CRT test materials by February 23 call Measured Progress (888) 792-2741

#### **System Inventory**

System offices will receive material boxes for all schools within that system

- Ensure that materials for all school and grade combinations expected to test have been received
- · Distribute boxes to schools



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#### What is in the Shipment 2 boxes?

- Memo
- Materials Summary
- Student labels sorted by grade, teacher, student
- · Form for voided and unused barcode labels
- Test Administrators Manuals (TAM)
- Special Handling Envelope
- · UPS ground label for returning test booklets
- "For Return of Used Answer Documents" envelope
- Flat box with pre-affixed UPS 2Day RS label for returning used Answer Booklets

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- Test booklets (large print & Braille)
- Answer Documents



## Shipment 2 Receiving/Inventory (cont)

#### School Inventory\*

- Open boxes and inventory contents immediately
- Verify that the quantities you received match the quantities listed on <u>Materials</u> Summary Form
  - Count your test booklets, the count should match the quantity listed the on the Materials Summary Form, record this number for reference when preparing to return test booklets after testing
  - · If you find a discrepancy contact Measured Progress immediately

#### **Test Booklets**

- Under no circumstances should test booklets or marked Answer Booklets be reviewed, circulated, duplicated, or discussed. The only exception is for the administrator who needs to read to the student who is taking the test with a modality accommodation.
- Test booklets are secure material, this means that they are confidential as noted above and that all test booklets received by a system/school must be returned to Measured Progress.
- If a test booklet is damaged or destroyed for any reason, document the booklet number and notify OPI and Measured Progress

\*Inventory process may vary between systems



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#### **Additional Materials**

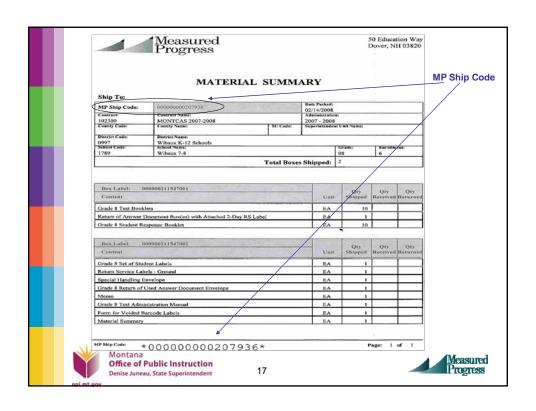
- Additional Materials may be ordered <u>only</u> if you have already received a shipment.
- To order materials you will need the schools <u>MP Ship Code</u>. This code may be found on the <u>Materials Summary Form</u>. (see example on next slide)
- Additional CRT test booklets and Answer Booklets, may be ordered via iServices from the day your receive your material until March 21.
- Additional Alternate materials can only be ordered by calling or emailing Tim Greenlaw at Measured Progress
- Additional large print test booklets are ordered as an additional material on the iServices page, orders received after March 10 will not be processed.
- Additional shipping materials may be ordered until March 29.

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 Additional manuals and forms can be downloaded from the OPI website or the iServices website







# CRT- Alternate Administration February 9 – March 24

#### **Prior to Testing**

- Identify students who will be taking the CRT-Alternate (see page10-13 in the 2011Test Coordinators Manual)
- Locate and prepare necessary materials, this may take significant time and is the reason for the extended testing window





# CRT Test Administration March 1 – March 24, 2010

#### Prior to Testing

- Identify students to be tested
  - be sure students are enrolled at your school and that your student information system is current (AIM)
- Identify students with accommodations
- Have a testing plan in place



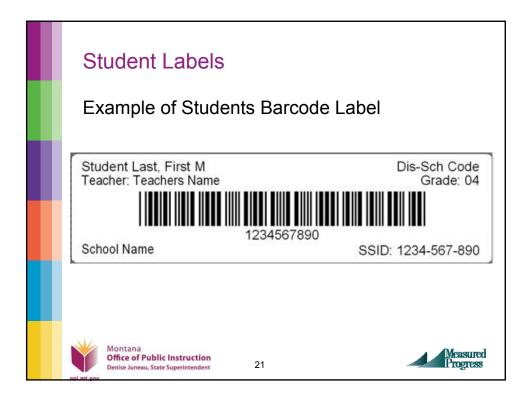
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# Student Labels and Label usage

- Label Data was extracted from AIM. All students enrolled at your school in AIM on February 1, 2011 will be included
  - If the Student ID is correct, use the label even if you find other information on the label that is incorrect, (i.e. misspelled name or wrong grade.) All errors should be reported to the AIM staff at OPI.
  - If you did not receive a label for a student you must bubble Boxes A, B, D &
    E on page1 of the Answer Booklet (see p.25 of the 2011 Test Coordinators
    Manual)
- Teacher information was also included in the February 1 extract.
   If a teacher name was included in the AIM "sortby" field this will be printed on the label
- The CRT AIM count date is March 15. Enrollment and participation updates need to be completed in AIM by March 25, corrections to data may continue to be updated until April 29. Keeping your AIM data correct and up to date will ensure the accurate reporting of participation and assessment results\*
  - \* Reporting errors that are identified as the result of improper coding in AIM or on the Student Answer Booklet will not be rectified in MARS. Any errors identified as the result of improper handling by Measured Progress will be fixed and results will be re-posted on MARS



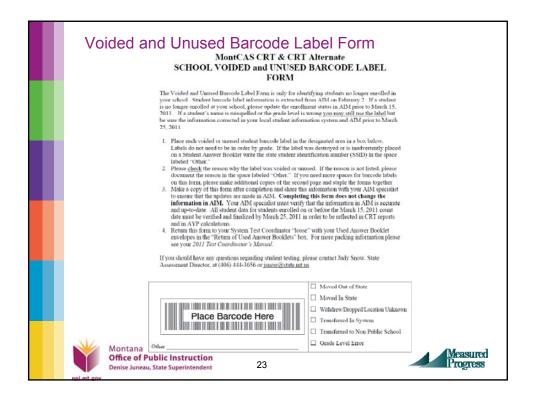


#### Voided and Unused Barcode Label form

- One form will be included in each school/grade shipment (this form may be copied or downloaded)
- This form is used to identify those students who you received a barcode label for but are no longer enrolled at your school.
- The form is school specific but <u>not</u> grade specific, thus multiple grades can be included on one form (in some cases only one form may be needed per school)
- Return the form (loose) in any grades "Used Answer Document" box. (see page 18 of TCM)







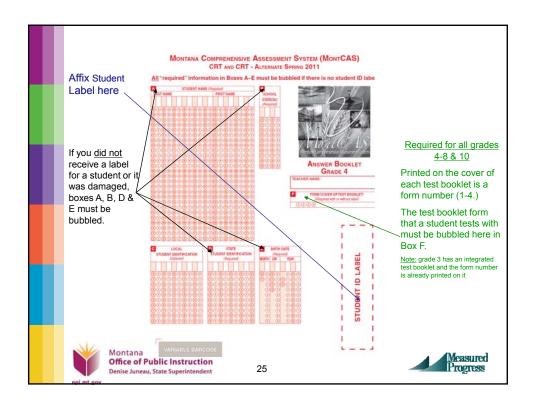
#### **Student Answer Booklets**

- Grade 3 CRT
  - Combined Test Booklet/Answer Booklet
  - Student record answers in the test booklet
- Grade 3 Alternate separate Answer Booklet
- Grade 4-8 & 10
  - Separate from Test Booklet
  - CRT-Alt included
- Use of markers and highlighters
  - Encouraged as long as the area to be bubbled is left unmarked

- Page 1 bubbling
  - Label vs. no label
  - Grade 4-8 &10 Test Booklet Form Number





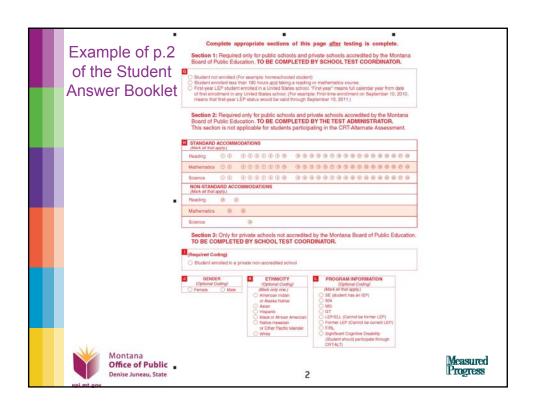


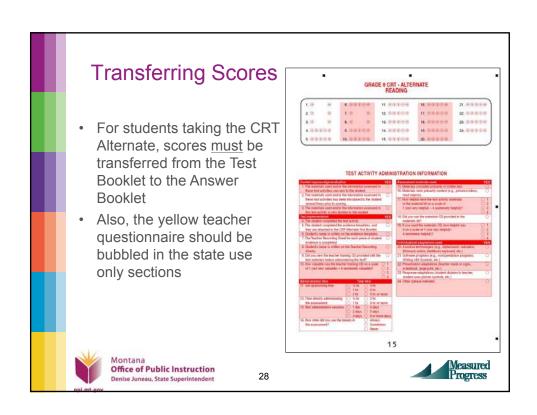
#### **Student Answer Booklets**

- Page 2 bubbling
  - Section 1
    - · Student not enrolled (i.e. homeschooled)
    - Student enrolled less that 180 hours and taking a reading or mathematics course
    - · First Year LEP bubble
  - Section 2
    - Accommodations (for more information see page 15-16 of the TCM and OPI's 2011 Accommodations Manual or The OPI Guidelines for Accommodations)
    - CRT Alternate students should not have any accommodations bubbled
  - Section 3
    - Must be completed by the test coordinator for participating private and non-accredited schools









# Post Administration March 1 – March 24, 2011

#### After Testing

- Collect materials and verify that you have an answer booklet for each student tested
- · Inventory Test Booklets
  - OPI requires that all test booklets be returned to Measured Progress
- Make sure that the answers for students who used a large print test booklet have been bubbled into the Answer Booklet that was included with it
- Verify that each Student Answer Booklet has a barcode label <u>or</u> has the appropriate name and Student ID bubbled on page 1
- Check page 2 for appropriate coding



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Packing Instructions for Used Answer Booklets and test administration documentation for return to Measured Progress

(see page 16-19 of TCM for more detailed instructions)

Used Answer Booklets and test administration documentation are to be returned in the boxes labeled "For the Return of Used Answer Documents." Boxes must be shipped to Measured Progress no later than March 30, 2011. Boxes should include:

- Grade specific "For Return of Used Student Answer Documents" envelopes containing used answer booklets
- "Special Handling" envelopes (if necessary)
- Completed Voided or Unused Barcode Label Form (if necessary)
- Signed OPI security documentation

Used Answer Booklets not received by Measured Progress by April 1, 2011 will delay the May 27 release of state wide results



Montana
Office of Public Instruction
Denise Juneau, State Superintendent



# Packing Instructions for the CRT Test Booklets and Unused Materials for return to Measured Progress

(see page 16-19 of TCM for more detailed instructions)

#### **Test Booklets**

- Put all test booklets and unused materials into the boxes, seal and apply the UPS ground labels that you received in the initial shipment
- March 30, 2011 is the deadline to ship booklets and unused materials (including Answer Booklets): CRT Test Booklets and unused Answer Booklets are to be kept secure, inventoried, and accounted for prior to returning them to Measured Progress. Any missing booklets are considered a security breach and will be treated as a serious testing irregularity and could impact AYP results.



Measured Progress

# Packing Instructions for CRT-Alternate Test Material for return to Measured Progress

(see page 16-19 of TCM for more detailed instructions)

Materials should be packaged separately in the white plastic envelopes (one for each student) marked "For Return of CRT-Alternate test Materials." The envelope should contain:

- Used or unused student answer booklet
- CRT-Alternate Test Booklet
- Evidence Templates
- Teacher Recording Sheets
- Materials Replacement form (if necessary)

Return completed CRT - Alternate Assessment envelopes to your system test coordinator for shipment to Measured Progress.

The accordion file material kits should be retained in a secure location at the system office for future CRT-Alternate test administrations.





#### Returning Test Materials to Measured Progress

It is never too early to return materials!

#### Two shipping methods for materials

- UPS 2<sup>nd</sup> Day Air Used Student Answer Booklets
  - Label is pre-affixed to the grade specific "For Return of Used Answer Document" boxes
- UPS Ground Test booklets and unused material
  - Secure testing materials are all the test booklets and unused Grade 3 Student /Answer
  - Ground labels were included with testing material. Please remove the original shipping label and place the UPS Return Service label on the original shipping containers
- UPS Ground Alternate envelopes
  - Each student should have their **own** return envelope (one per student).
  - Alternate Test booklets, material replacement forms and answer documents should be placed in that envelope.



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# Return to Measured Progress via UPS

## Primary ways to arrange a UPS pick-up:

- Option 1 use iServices to arrange next day pick-up
- Option 2 Call UPS directly to arrange a pick-up
- Option 3 (not listed in TCM) give prelabeled boxes to any UPS driver



#### Reporting

- Montana Analysis and Reporting System (MARS)
  - Assessment results will be reported by noon on May 27
  - Access MARS via the iServices website http://iservices.measuredprogress.org
- Passwords will remain the same
  - Password information may only be obtained from OPI
  - New password requests are to be through OPI
- Parent letters and labels will be shipped the first week of September
- PDF files of the parent letters will be posted on the reporting section of MARS



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# Frequently asked Questions and topics from 2010

"I received a shipment but I did not receive anything for grade\_\_\_\_."

Measured Progress packs and ships by grade, thus sometimes you may not receive all of your testing materials on the same day. We received a lot of calls like this last year.

Additional Materials

Due to timing, Measured Progress cannot estimate your actual needs at the time of testing. Additional materials can be ordered online or by calling the Montana Service Center directly. Read aloud accommodations

Measured Progress received many calls concerning this topic. Test administrators are encouraged to consult OPI's 2011 Accommodation Manual or contact OPI directly.

"May I return the Alt with the regular CRT to Measured Progress?"

Yes, but it is preferred that the Alternate assessment envelopes are returned separately.

"May I return all my grade's answer documents in the same box?"

We encourage systems and schools to return materials separately by school and grade. This practice not only expedites scoring when the material is received but also enhances our ability to track shipments and monitor the return of the testing materials.

"May I return multiple school's materials in the same box?"

We discourage this practice. It takes away our ability to track shipments by school. Measured Progress's receiving system is designed to receive a box for each school and grade that was shipped. When materials are mixed, it requires a large degree of manual intervention which increases costs and delays scoring.

"May I share Test booklets with another school?

No, each school is accountable for the return of all the test booklets shipped to it. Sharing materials limits a schools ability to ensure compliance.



Office of Public Instruction
Denise Juneau, State Superintendent

